

INSTRUCTIONS
APPLICATION FOR LICENSING FOR THE ADMINISTRATION OF THE SACRAMENTS
WITHIN MARITIME CONFERENCE
DIACONAL MINISTER, DIACONAL SUPPLY,
DESIGNATED LAY MINISTER (Recognized), DESIGNATED LAY MINISTER (not
Recognized),
STUDENT SUPPLY, STUDENT INTERN, OR CANDIDATE SUPPLY

The Pastoral Charge and Ministry Personnel

Please begin by reading the entire Application and supporting documentation. The Conference can only act on fully completed Applications.

All Applications are initiated by the Pastoral Charge or Outreach ministry involved, and require action by motion of the Official Board / Church Board or Church Council. The Pastoral Charge and ministry personnel should complete their respective sections of the Application, and after appropriate motion by the board / council, forward the Application to Presbytery for consideration and action.

The Presbytery

Upon receipt of the Application for sacramental responsibility, the Presbytery should complete its section of the Application, making certain that appropriate education concerning the sacraments has been completed by the applicant. Within the cycles of each training program, sacramental education will be covered.

If a presbytery is considering an Application for a student under appointment whose present Candidacy or Designated Lay Ministry process is the responsibility of another presbytery, it is important to be in consultation with the home Presbytery Education and Students Committee regarding its assessment of the student's readiness for this ministry.

After satisfactorily assessing the need for sacramental license and the readiness of the applicant to accept this responsibility, the Presbytery should take the action it deems appropriate in the form of a motion. If the action of the court is to support the Application, then the Application should be forwarded to the Conference Office, Attention Executive Secretary. If it is the decision of the Presbytery not to support the Application, then there is no need to forward the Application to the Conference Office.

The Conference

Upon receipt of an Application for Sacramental License, the Executive Secretary will record it as official correspondence for action and refer it to the committee of Ministry Personnel & Education for recommendation.

The committee of Ministry Personnel & Education will assess each Application and prepare a recommendation to be forwarded to the Conference Executive for action. (Note: MP&E and Conference Executive meet in: February, May, and October).

Upon decision of the Conference Executive, the Presbytery supporting the Application will be notified by letter and a copy of this letter will also be sent to the ministry personnel, and to the pastoral charge or ministry site where the Application originated.

Criteria for assessment used by the committee of Ministry Personnel & Education to judge each Application for sacramental responsibility:

- Pastoral Charge need as expressed in Application and supported by the Presbytery.
- Appropriate training and study completed as part of theological education.
- Readiness for sacramental responsibility as expressed by ministry personnel in Application, and supported by Pastoral Charge and assessed by the Presbytery.
- Demonstrated need within the bounds of the Presbytery as expressed in support of Application.

In consideration of all of these Applications, the decisions of the Conference Executive are final.

Theological Rationale

Sacramental ministry is one part of the ministry of Jesus Christ. Both the authorization and the authority for the exercising of this ministry rest with the community, the Church. Having been called by God, some persons are recognized and chosen by the Church for the Ordained Ministry of Word, Sacrament and Pastoral Care. Thus, authorization for the celebration of the Sacraments rests with the Conference, the court which ordains.

Diaconal Ministers, who are commissioned to the Ministry of Education, Service and Pastoral Care, are called to a variety of ministries, some of which include sole responsibility for the ministry leadership within a Pastoral Charge; while in others, the administration of the Sacraments is seen as part of the shared function of the team. Within these ministry responsibilities, sacramental responsibility is both expected and appropriate.

It is the Session that has the duty of oversight of the administration of the Sacraments within the Pastoral Charge.

When a Presbytery appoints Ministry Personnel to supply a Pastoral Charge, it is the responsibility of the Presbytery, when making the appointment, to make provision for adequate administration of the Sacraments.

Appointment to a Pastoral Charge gives authorization for a person to preach, preside at Worship and offer other gifts of leadership, under supervision. Given our Protestant integration of Word and Sacrament, such an appointment further opens the possibility of licensing for Sacraments.

At times, Pastoral Charges and Presbyteries may require additional Ministry Personnel to meet the needs for ministry. The following categories of Ministry Personnel may be considered for sacramental responsibility: Diaconal Minister, Diaconal Supply, Designated Lay Ministers (Recognized), Designated Lay Ministers (not Recognized), Student Supply, Intern Supply, Candidate Supply, or Student Intern.

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**DIACONAL MINISTER, DIACONAL SUPPLY,
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AND DESIGNATED LAY MINISTER (not Recognized),
STUDENT SUPPLY, STUDENT INTERN, OR CANDIDATE SUPPLY**

It is the ministry personnel as listed above who are eligible to be granted a licence to administer the Sacraments under the direction and polity of The United Church of Canada Manual (2004).

Where a Pastoral Charge is so served, it is the responsibility of the Presbytery Pastoral Relations Committee to recommend to Presbytery the appointment of an appropriate supervisor whose responsibilities include ensuring proper administration of the Sacraments {Manual (2004) Section 341(b)iii}.

A licence for Sacraments may be granted by the Conference to ministry personnel (with appropriate training) as noted above. This application initiated within a Pastoral Charge and supported by the Presbytery. (as the court of accountability) The licence is for a specific context and is most often limited to the local ministry site. Please note that sacramental license is time limited and is most often renewed annually unless otherwise noted in the decision. Please note that applications for Designated Lay Ministers (not Recognized) are made only after an initial year of appointment has been completed. Please complete all required questions with as much detail as possible.

Section I: To Be Completed the Pastoral Charge

Name of Pastoral Charge:

Please indicate how a license to administer the sacraments will assist the ministry of the Pastoral Charge:

Please comment on how in your view is the ministry personnel ready to accept responsibility of presiding at the sacraments?

A motion to support this application was passed by the local Board or Council on this date:

Year/Month/Day

Date of Board or Council Meeting

Signature of Board, Council Chair

Year/Month/Day

Date

Section II: To Be Completed the Ministry Personnel

Name of Ministry Personnel: _____

	Unencumbered Appointments	Supervised Ministry Education will occur within Appointment Term
Please check your status as ministry personnel:	<input type="checkbox"/> Diaconal Minister	<input type="checkbox"/> Candidate Supply
	<input type="checkbox"/> Diaconal Supply	<input type="checkbox"/> Student Supply
	<input type="checkbox"/> Designated Lay Minister (Recognized)	<input type="checkbox"/> Intern Supply
	<input type="checkbox"/> Candidate Supply	<input type="checkbox"/> Student Intern
	<input type="checkbox"/> Student Supply	<input type="checkbox"/> Designated Lay Minister (not Recognized)

This is an Application for Renewal Initial Application

If this Application is for a Renewal of a Licence for the Administration of the Sacraments please attach proof of previous licence and forward to the Presbytery. Responding to the following questions is not necessary.

Please share with us the education you have completed in preparation for sacramental responsibility.

In what ways do you feel ready to take on this additional role in your community? In reflecting on this question, please share with us your sacramental theology. (Please use additional pages as necessary.)

Signature of Ministry Personnel Year/Month/Day
Date

Section III: To Be Completed by Presbytery

Pastoral Charge Supervisor: _____

After consultation with the Pastoral Charge and Ministry Personnel and in review of the information already included in this Application, please offer your reflections on the following questions. If this Application is for a Renewal of a Licence for the Administration of the Sacraments please you may wish only to attach proof of previous licence and forward to the Conference.

Does the Presbytery feel this ministry personnel is ready to assume the responsibility of this role in the faith community?

Section III (continued)

Why does Presbytery feel that it _____

would be important for this Pastoral Charge to have a licensed person on site to administer communion and baptism?

If this application is for a Lay Pastoral Minister (Recognized), is this licence requested for the Pastoral Charge, or is it for the bounds of the Presbytery? {Manual (2004) Section 427.1(c)}

Is the Presbytery satisfied with the level of education the applicant has completed in preparation for this new ministry?

If this application is in respect to a Candidate from another Presbytery/District consultation must take place with the Candidate's home Presbytery/District Education and Students Committee (Manual Sec. 024e)

Year/Month/Day
Date of Consultation

A motion to support this application was passed by the Presbytery

YES

If the Application is not supported, then please do not send on to the Executive Secretary

Signature of Presbytery

Year/Month/Day
Date

Section IV: To Be Completed by Conference MP&E Committee

The Ministry, Personnel and Education Committee of Maritime Conference having reviewed the above:

- does supports the application and forwards it to the Conference Executive.
- does not support the application and returns it to the Presbytery with the attached explanation.

Signature of Chairperson

Year/Month/Day
Date

Section V: Conference Action

Having received the above application a licence to administer the sacraments is hereby granted to the above named person with the following conditions:

Upon granting the licence a letter from Conference Office will to be sent to Presbytery and copied to Pastoral Charge and Ministry Personnel.

Signature of Executive Secretary

Year/Month/Day
Date

DEFINITIONS: of those eligible for consideration of sacramental responsibility.

The Manual (2007) Section 001

"Diaconal Minister" means a member of the Order of Ministry who has been commissioned to the diaconal ministry of education, service, and pastoral care, and includes those who were formerly designated or set apart as deaconesses or certified churchmen.

"Diaconal Supply" means a diaconal minister, or equivalent, of another denomination whose credentials have been approved by the appropriate General Council working unit and who has been appointed by a Presbytery to a Pastoral Charge, Mission, or Outreach Ministry.

"Designated Lay Minister" means a lay member of the United Church appointed by a Presbytery to serve in paid accountable ministry in a pastoral Charge or other Presbytery Accountable Ministry, in a position designated by the Presbytery as accountable to the Presbytery. A Designated lay Minister may be recognized as such by the Conference when they have completed an appropriate educational program, including educational supervision during the program, to the satisfaction of the presbytery and the Conference. Once recognized by a Conference, a Designated Lay Minister may be appointed by any Presbytery to serve in paid accountable ministry in a pastoral Charge or other Presbytery Accountable Ministry. This category does not include persons serving as Candidate Supply, Intern Supply, Student Intern, or Student Supply.

"Intern Supply" means a Candidate who has obtained Testamur and is fulfilling in a Presbytery Appointment the requirement of the appropriate General Council working unit for supervised experience in preaching and pastoral work.

"Student Intern" means a Candidate currently studying at a theological school who is fulfilling the requirement of the appropriate General Council working unit for supervised experience in preaching and pastoral work.

"Student Supply" means a candidate currently studying at a university or theological school who is appointed by a Presbytery to a Pastoral Charge, Mission, or Outreach Ministry.

"Candidate Supply" means a Candidate who has successfully completed the educational requirements for commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, but who has not yet been commissioned to the diaconal ministry of education, service, and pastoral care, or ordained, and who is appointed by a Presbytery to a Pastoral Charge, usually full-time.

NOTE: The appropriate General Council working unit is the Ministry and Employment Policy and Services Unit.

United Church Manual References:

427.1 License to Administer Sacraments. It shall be the duty of the Conference:

(a) to consider an application from a Presbytery to grant a licence to a Diaconal Minister to administer the sacraments within a specified assignment for the duration of that appointment. Such licence may be granted where:

- i. the Diaconal Minister is part of a team where the administration of the sacraments is seen as part of the shared function of the team;
- ii. the Diaconal Minister is the only member of the Order of Ministry on the Pastoral Charge;
- iii. the Diaconal Minister is involved in pastoral care functions such as chaplaincy in hospitals or other institutions or visitation to shut-ins; or

iv. the position description and the needs of the context in some other way are deemed to warrant it; and

(b) to consider an application from a Presbytery to grant a licence to a Designated Lay Minister, Candidate Supply, Intern Supply, Student Intern, Student Supply, or Diaconal Supply in a Presbytery Appointment to administer the sacraments on a specific Pastoral Charge for the duration of their appointment.

(c) In the case of a Designated Lay Minister who has been recognized by the Conference, a licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable.

(d) An Ordained Supply whose ordination is recognized and accepted by the United Church shall be authorized to administer the sacraments. A Diaconal Supply whose commissioning to the diaconal ministry

of education, service, and pastoral care is recognized and accepted by the United Church may be recommended by the Presbytery to the Conference for authorization to administer the sacraments.

NOTE:

1. The licence to administer the Sacraments may be granted to a Designated Lay Minister after completion of one full year in the Designated Lay Ministry program.

1. The Presbytery may require an educational program in worship and sacraments under the direction of the Presbytery (See section on Education below).

EDUCATION:

For Lay Ministry Personnel, Presbytery is invited to refer to the Appendix at the end of this document for a recommended outline of an educational syllabus that has been distributed for use by General Council (The Theology and Practice of the Sacraments in The United Church of Canada). This is a three-phase course under the direction of a supervisor which will familiarize participants with the range of theology and practice of the Sacraments of Baptism and The Lord's Supper appropriate to the traditions of The United Church of Canada (Attached).